Alignment Implementation Planning Tool

Use the following checklists to evaluate areas that are strong, ok, or need work. Involve staff and school personnel in this process, and ask what they see as goals and challenges. Once you have finished going through the checklists below, select a few areas in the "needs work" category to focus on. Be sure to identify a timeline for implementation.

1) Setting Goals and Programming for Alignment

	Strong	OK	Needs work
Goals for alignment are stated clearly.			
Alignment strategies are discussed with staff.			
Program schedule and time blocks support alignment efforts.			
Activities and projects include objectives that support youth success in school (academic content, 21st century skills, study skills, developmental skills).			
Staff understand and exercise their roles as informal educators.			
Staff orientation and staff meetings address alignment goals, challenges, and progress.			
Other:			

2) Communication and Collaboration with Schools

	Strong	OK	Needs work
Student Data and Information			
Discuss attendance, attendance issues, and shared outreach efforts			
Integrate school and afterschool attendance tracking systems			
Provide school with attendance data, and vice versa			
Provide teachers with evidence of learning and achievement in afterschool			
Participate in Individual Education Plan (IEP) meetings for program youth with special needs			
Contact information is shared between school and afterschool staff and leaders, as appropriate and needed			
Systems for Communication			
Goals and targets for communication and collaboration are established			

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Communication processes and timelines are agreed upon between school and out-of-school time program			
Participation in Meetings, Committees, and Special Events			
Serve on academic and other committees			
Attend school staff meetings			
Invite school staff to visit the program			
Have a school staff person on your board or advisory group			
Attend PTA meetings and support PTA activities			
Participate in parent/family meetings			
Afterschool staff are part of appropriate school committees, meetings, and professional development.			
School and afterschool staff schedule participation in special events.			
Supporting Academics			
Find teachers willing to review project or activity objectives and plans			
Plan projects and activities related to topics and themes addressed in classes			
Obtain copies of homework assignments			
Obtain and make available copies of textbooks and/or reading materials used in classes			
Observe or assist in school-day classroom			
Logistics, Administration, and Sustainability			
Have a written space-use agreement and review it annually			
Create a plan for shared resources and fundraising			
Understand school behavior expectations and regulations			
Create shared plan for student recruitment and parent outreach			
Afterschool mission, goals, and programming are shared with school.			
School targets, goals, and policies are understood by afterschool staff.			
Other:			

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3) Homework Time

	Strong	OK	Needs work
Staff:			
Set learning and developmental objectives for homework time.			
Clarify homework time expectations.			
Help youth set and track homework goals.			
Utilize tools, such as contracts, logs, and checklists to structure work and mark progress.			
Integrate choice where appropriate.			
Utilize and modify student groupings to meet different goals.			
Use helping strategies that facilitate independent learning and skill development.			
Other:			
Children and Youth:			
Track their assignments and due dates.			
Can explain their assignments.			
Work productively in groups or pairs.			
Work productively on their own			
Know appropriate ways to ask for help and who to ask			
Know how to use resources.			
Show pride in achievements and accomplishments			
Other:			

4) Children and Youth Engagement

	Strong	OK	Needs work
Children and Youth			
Actively engage in program.			
Show eagerness to work on activities.			
Attend consistently and willingly.			
Persist over time, as age appropriate.			
Answer questions about program activities.			
Accept peer and staff feedback and support.			
Explain their learning.			
Support their peers.			
Other:			

Alignment Implementation Planning Tool

5) Staff Development

	Strong	OK	Needs work
Staff creates an engaging learning environment:			
Motivates youth from outset			
Creates and explains opportunities for youth leadership and independent work			
Respects youth voice			
Facilitates youth expression and creativity			
Ensures inclusivity			
Engages youth in establishing procedures and norms			
Staff facilitates active learning:			
Supports group work			
Helps develop ideas into viable projects			
Circulates and checks in appropriately with youth			
Models or demonstrates techniques, provides information or guidance when appropriate			
Checks for comprehension			
Creates groups or buddy systems or provides other supports for English learners or youth with special needs			
Asks open-ended questions			
Supports self- and peer reflection and assessment			
Staff engages other adults:			
Works respectfully and effectively with volunteers			
Works respectfully and effectively with partners			
Works respectfully and effectively with parents, families			
Staff builds own skills:			
Attends trainings			
Participates actively in trainings			
Leads segments or trainings			
Suggests topics for trainings			
Contributes to locating resources			
Participates actively in reviews			
Revises work and seeks feedback			
Provides peer support for others			

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